

## WILLOW TREE ACADEMY



**REGISTERED OFFICE:**  
**HERRINGTHORPE JUNIOR SCHOOL**  
**CHATTERTON DRIVE**  
**ROTHERHAM**  
**S65 2JW**  
Herringthorpe Juniors: 01709 828168  
Greasbrough Primary: 01709 740751  
Roughwood Primary: 01709 740254  
Rockingham J & I: 01709 740266

Visit us at: [www.willowtreeacademy.org](http://www.willowtreeacademy.org)

Mr A. Trueman – Chair of Trustees   Mrs J.K. Fearnley – Chief Executive Officer

### Privacy Notice for Visitors - GDPR Compliant

Willow Tree Academy is committed to protecting your privacy and security. This Notice is intended to provide information about how the school will use (or 'process') the data of visitors. Some visitors may also be staff, current pupils, parents/guardian/carers of current pupils, academy councillor's trustees or volunteers in which case the school is likely to hold and process additional data. In this case, other privacy notices will also apply; these are available on the School website.

As part of its operations, the School collects and processes data and thus is a data controller for the purposes of legislation relevant to the General Data Protection Regulation (GDPR). The school will never sell your data.

Information is provided in accordance with your rights under Data Protection Law to understand how we use your data. Visitors to the school site (in any capacity) are encouraged to read this Privacy Notice and understand the school's obligations to its community.

#### YOUR RIGHTS

Under data protection legislation, you have the right to:

- Be informed about the collection and use of your personal data
- Rectify incorrect or incomplete personal information we hold on you
- Erasure, or be forgotten, by asking us to remove your personal data
- Make a Subject Access Request (SAR) for the personal data we hold on you
- Receive personal data you have provided in a structured, commonly used and machine readable format, or request we transmit it directly to another controller
- Object to certain purposes and bases for processing your personal data
- Request us to restrict our processing of your personal data Note that we may not always be able to comply with your request (e.g. if we are legally required to store the data we would not be able to comply with a request for erasure), but we will always reply to your request.

**For further information on your rights, please refer to guidance from the Information Commissioner's Office.** If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>.

## **WHY WE PROCESS DATA**

The School processes data on visitors for the following purposes:

- To manage the logistics of your visit. If you are visiting during term time, this will include necessary checks to safeguard pupil welfare. The lawful basis for this processing is GDPR Article 6(1)(b) – it is necessary for the performance of a contract
- To maintain records as required by law. The lawful basis for this processing is GDPR Article 6(1)(c) – legal obligation
- Where appropriate, to contact you to arrange future visits. The lawful basis for this processing is GDPR Article 6(1)(f) – legitimate interests. Privacy Notice for Visitors - GDPR Compliant Page 2 of 2
- Where appropriate (for example if you are visiting in order to give a lecture), to publicise the event of your visit to the School Community. The lawful basis for this processing is GDPR Article 6(1)(f) – legitimate interests.

## **WHAT INFORMATION WE HOLD**

The School processes the following information on all visitors:

- Contact information (name)
- Photograph (id/recognition)
- Car registration details (if parking on site)
- CCTV images and recordings from public areas of the school site. For further information on this, please see the CCTV Policy available on the school's website.

## **WHEN WE SHARE YOUR DATA**

For visiting speakers and/or performers, the School may share your name, biographical information and photos/videos of you with the School Community through direct marketing, social media feeds, and publications (e.g. the School magazine). You are encouraged to discuss this in advance with your contact at the School to ensure you are comfortable with what is shared. For other visitors, and for any visiting speakers/performers who object to the above, the School will only share your data if required to by law, or if doing so is under the lawful basis of vital interests (e.g. in the event of a medical emergency).

## **DATA RETENTION**

Personal data on visitors is held until the visit takes place and for up to one year thereafter. Contact details may be held longer, in order to arrange subsequent visits, unless you ask us to erase them. Data may be held for longer where legally required (e.g. if recorded on an accident report form)